

STEP BY STEP SDN BHD

1, My Address,
10000 My Area,
My State.

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Tel : 604-6561234

Fax : 604-6571234

31/03/2013

SAVVY GANNA

Dear SAVVY GANNA,

RE: TERMINATION OF SERVICE

We note with considerable concern that, over the past several weeks, you have not been performing your assigned duties as expected of you. Apart from constant delays in completing the tasks entrusted to you, you have also been absent from your office on several occasions without substantial excuse. On at least four occasions, you have been exceptionally late for work.

Despite repeated requests and verbal warnings from your immediate supervisor to adhere closely to the office rules and regulations regarding punctuality and working conditions, you have not made any obvious attempt to improve your performance.

Under these circumstances, we are obliged to serve on you this letter of final warning that unless you show some improvement in your work within the next two weeks, we shall have no other alternative except to terminate your services with the company.

Yours faithfully,
